

IM BOARD MEETING SUMMARY

January 18, 2001

Meeting Agenda

10:00 - 10:05	Review agenda and 11/16/00 action items	(Griffin)
10:05 - 10:15	Designate IM Board vice-chair and member backups	(Valdez)
10:15 - 10:30	Brief IMSC status	(Hughes)
10:30 - 10:45	Brief SC CIO Plan/LPSO IM Plan/SC field site involvement	(Yockman)
10:45 - 11:00	Review and obtain approval on IM Principles	(Griffin)
11:00 - 11:15	Discuss external review of IMSC effort	(Valdez)

Meeting Attendees

Name		Role	Organization	Contact #	Attendance
Valdez	Bill	Chair	SC-5	6-9942	Local
Riches	Mike	Member	SC-70	3-3264	Local
Griffin	Ted	Exec. Sec.	SC-65	3-4556	Local
Baker	Brent	Attendee	SC-65	3-2345	Local
Burris	Peggy	Member	SC-4	6-7265	Phone
Buswell	Steve	Member	SC-7	6-9741	Phone
Centeno	Kathi	Attendee	SC-65	3-5472	Local
Dilworth	Greg	Member	SC-17	3-2873	Local
Farrand	Sue	Attendee	SC-65	3-1884	Local
Flannery	Pat	Attendee	SC-65	3-9002	Local
Gercken	Mike	Attendee	SC-65	3-5253	Local
Hirahara	Jim	Ex Officio Member	OAK	510-637-1503	Phone
Hughes	Gene	Attendee	SC-65	3-5409	Local
Kruse	Jason	Attendee	SC-65	3-6592	Local
Martin	Joanna	Attendee	SC-65	3-1017	Local
Morgan	Terri	For Larry Vann, Ex Officio Member	CH	630-252-2519	
Oyler	Dean	Attendee	SC-22	3-6394	Local
Priebe	Anne	Attendee	SC-65	3-2449	Local
Rice	Pat	Attendee	SC-65	3-4556	Local
Stodolsky	Marvin	Attendee	SC-72	3-4475	Local
Tunks	Kevin	Attendee	SC-65	N/A	Local
Vallette	Myrna	Member	SC-62	3-3444	Local
Wells	Isla	Attendee	SC-63	3-5590	Local
Wiley	Joe	Ex Officio Member	Richland	509-372-4493	Phone
Willis	John	Member	SC-55	3-4095	Local
Wills	Jerry	Ex Officio Member	OR	865-564-9277	Phone
Yockman	Dick	Attendee	SC-65	3-3394	Local

Meeting Summary

Review agenda and 11/16/00 meeting action items.

The 11/16/00 action items were reviewed:

- *Discuss IM Board concerns regarding IMSC at the upcoming IMSC team meeting. (Hughes)-*
- Completed.
- *Invite Ralph De Lorenzo, SC63, to IM Board meetings while his office is involved in IMSC progress. (Griffin)--* Completed.

Designate IM Board vice-chair and member backups

Bill Valdez announced that Mike Riches would serve as the IM Board vice-chair. Mr. Valdez requested that all members designate a backup member to serve in their absence. Ted Griffin will send out an e-mail to members requesting this information.

Brief IMSC status

Gene Hughes provided the Board with an update of the IMSC/IT projects. Two concerns, affected by the current budget process, were addressed. First, members were concerned that the timing of the MS Office 2000 upgrades would interfere with the current budget process and suggested that there be a delay in upgrading systems until the process is over. SC-65 will work with the CIAG to determine a schedule. Second, members asked when programs would have an opportunity to test Worksheet Exchange with the Budget Analysts. Isla Wells anticipates that the Analysts would be prepared to test in early March, once the budget process is complete. Members requested that SC-63 and all programs develop a schedule identifying the availability of their staff to test the WSX product. Testing would include all programs within SC HQ.

Brief SC CIO Plan/LPSO IM Plan/SC field site involvement

Dick Yockman, SC's designated CIO, provided the Board with an overview of the SC CIO Plan, the LPSO IM Plan, and their effects on the "SC field site involvement" project. The SC CIO Plan calls for the establishment of an IM Board at each site and an SC Corporate IM Board made up of the chairs of the site IM Boards. Rather than forming a new SC Corporate IM Board representing SC HQS, CH, and OR, the Board recommended that the current SC IM Board serve as the SC Corporate IM Board. The LPSO IM Plan will subsume the "SC field site involvement" project. The chairman and Mr. Yockman will discuss the timetable for this.

Review and obtain approval on IM Principles

Ted Griffin sought approval for the "new" SC HQ Information Architecture Principles, which will align themselves with those developed by CH and the CIO. It was Chicago, Mr. Griffin said, that made the SC HQ IM Team consider condensing its current set of Principles. While the Principles were reduced from 14 to 6, no substantive changes were made. Mr. Griffin said that, since there is less duplication in the "new" set of Principles, they are easier to understand which will allow for easier, and more effective, decision-making. Before the IM Board would approve the proposed Principles, they requested that Mr. Griffin align the Principles to the CIAG's current set of performance measures.

Discuss external review of IMSC effort

Bill Valdez provided the IM Board with a draft handout outlining a process for externally reviewing the SC HQ Information Architecture. Mr. Valdez asked for members to a) review the process and b) provide him, and Ted Griffin, comments by the next IM Board meeting.

Action Items

- Send an e-mail to IM Board members requesting them to designate a backup member to serve in their absence (Griffin).
- Develop a schedule identifying the availability of budget and program staff to test the WSX product (Members [on behalf of their individual programs] and SC-63).
- Align Performance Measures with the proposed FY 01 Principles and present at next month's meeting (Griffin).
- Provide comments on the SC HQ Information Architecture External Review process to Bill Valdez and Ted Griffin by the next IM Board meeting (IM Board Members).